Alberta

Regional Collaboration Program

Program Guidelines

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

Effective April 1, 2012

http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm

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1. Program Objectives

1.1 What is the Regional Collaboration Program?

The objective of the Regional Collaboration Program (RCP) is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

1.2 What are the key program outcomes?

- Significant regional approaches to municipal service delivery and governance;
- Improved overall municipal capacity to respond to municipal priorities and to build and maintain effective intermunicipal relations through joint and collaborative activities; and
- Strong intermunicipal relations that result in strengthened community identities and improved quality of life.

2. Program Highlights

2.1 When is my application due?

Applications can be submitted throughout the program year. For the Regional Collaboration component, applications received before November 30 will be considered in the current fiscal year. Applications received after this date may be deferred to the next fiscal year.

Applications for the Municipal Internship component are due by October 1 of the program year, with the internship to commence the following May.

What's New?

- Deadline for Municipal Internship applications moved to October 1
- Increased clarity regarding Functional Categories and Project Outputs
- Streamlined supplementary forms for the Regional Collaboration and Municipal Internship components

2.2 Who do I contact for assistance?

If you have any questions about the program, please contact a program advisor, toll-free at 310-0000, then 780-427-2225.

3. Program Eligibility

3.1 Who is eligible to apply for funding?

Eligible entities include:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas);
- Métis settlements;
- Townsite of Redwood Meadows Administration Society;
- A municipality formed by special Act;
- Regional Services Commissions[1];
- Municipally controlled planning service agencies[2]; and
- Municipal regional boards that may or may not be established by regulation (i.e., Capital Region Board and Calgary Regional Partnership).

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[1] Only eligible under the Regional Collaboration component for Regional Services Commission start-up costs.

[2] Only eligible under the Municipal Internship component to host a Land Use Planner intern.

Applicants requesting funding under the Municipal Internship component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

- population between 5,000 and 100,000 to access the Land Use Planner stream; and
- population between 700 and 100,000 to access the Administrator stream.

Ineligible entities include:

- Individuals;
- For-profit corporations;
- Not for profit organizations;
- Municipal subsidiary corporations (profit and not for profit); and
- Intermunicipal entities not controlled by municipalities or Métis settlements.

The Minister may vary any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

4. Grant Stacking Options

4.1 Can other grant programs be stacked with this program?

Program funding may be combined with funding from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program.

If a municipality chooses to use multiple grant funding sources for a project, it is the municipality's responsibility to understand each grant program's specific funding requirements. Information about these other sources of funding should be included in table 3.7 of the application form.

5. Program Components

5.1 What are the program components?

There are four components of this program:

- Regional Collaboration;
- Mediation and Cooperative Processes;
- Municipal Internship; and
- Strategic Initiatives.

Regional Collaboration

This component typically provides support to collaborations of two or more municipalities involved in strategic approaches to regional municipal service delivery and governance, and planning and development activities. This includes projects that explore and develop regional approaches to municipal service delivery, business planning, sharing costs and revenues or establishing regional frameworks for the implementation of regional municipal services.

Examples of eligible projects:

- Investigating the feasibility of delivering regional shared services or delivery models;
- Exploring the feasibility of regional governance alternatives, such as establishing a regional governance board;
- Developing revenue and cost-sharing models;
- Developing and integrating regional initiatives that address areas such as growth, land use, transit services, infrastructure, geographic information services, and social services;
- Undertaking public consultations;
- Communication strategies and programs to inform stakeholders of new partnerships or structures;
- Developing regional contracts and agreements to formalize the structure and activities of a collaboration;

- Developing terms of reference, bylaws and other guiding materials for any new governance body that is created;
- Developing systems that are required to deliver a shared service;
- Legal fees associated with the review of collaborative structures and service delivery mechanisms;
- Exploring the feasibility of restructuring activities such as amalgamation;
- Limited support for start-up costs to establish a regional services commission; and
- Limited term support for costs incurred due to restructuring through amalgamation or dissolution, such as legal costs and other transitional costs.

Mediation and Cooperative Processes

This component provides support to municipalities to help develop collaborative protocols and processes to avert conflict escalations and to enable municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions provide the ability to control the outcomes and create options in the best interests of residents. It is comprised of two streams: Mediation and Cooperative Processes.

- Mediation: Supports mediation services to develop local solutions to conflicts municipalities may be having with their neighbours, regional services commissions or other boards or agencies.
- Cooperative Processes (Collaborative Governance Initiative): Proactive support to municipalities for building relations and cooperative processes within and between municipalities. There are two phases of this stream. The Assessment phase provides funding for a consultant to assist in creating collaborative principles, processes and protocols using consensus. The Implementation phase is to implement the principles, processes and protocols created in the Assessment phase. The funding for the Implementation phase requires a municipal matching contribution.

Examples of eligible projects:

- Mediating conflict between two or more municipalities or between a municipality and another entity;
- Developing cooperation protocols to help municipalities deal with internal or intermunicipal conflicts;
- Developing and implementing internal policies and procedures to address conflicts that arise during the delivery of municipal services; and
- Developing formal collaborative governance protocols to address opportunities and challenges.

Municipal Internship

This component provides support to municipalities or planning service agencies to recruit, train and retain competent municipal employees who can progress into leadership positions. Host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each host (e.g. two or three months on a rotating basis or the term may be split into two six-month blocks). Internship

program representatives can be contacted for further details. It is comprised of two streams: Administrator and Land Use Planner.

Eligible projects:

- Administrator stream: hosting an intern for a one-year program. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.
- Land Use Planner stream: hosting an intern for a two-year period. Host organizations must undertake the majority of land use planning activities in-house and have a senior planner on staff to supervise the intern. Interns in the Land Use Planner stream are expected to work towards attaining the Registered Professional Planner accreditation by documenting their education and responsible professional experience in the logbook under the Alberta Professional Planners Institute, the affiliate of the Canadian Institute of Planners. Host organizations should ensure the interns submit their logbooks and that a Registered Professional Planner signs off on the logbook or that arrangements are made for an accredited planner from outside the municipality to be available for this purpose.

Strategic Initiatives

This component provides limited term support to initiatives that address municipal or intermunicipal needs or circumstances of strategic significance that fall outside the other funding components. Applications under this component will generally occur after discussion with Ministry staff.

Examples of eligible projects:

- Research activities related to regional collaboration and capacity building;
- Support for regional projects of shared municipal and provincial strategic significance; and
- Support for the establishment of, and limited term operations of:
    - Metro-regional boards; and
    - Shared administrative services on a significant regional basis.

Ineligible project costs for all components:

- Ongoing operating costs beyond a limited term;
- Investments in municipal infrastructure or capital projects;
- Costs funded under other grant programs; and
- Goods and Services Tax (GST).

5.2 When can project expenses be incurred?

Successful applicants can apply grant funds to eligible project expenditures effective April 1 of the current fiscal year unless otherwise stipulated in the conditional grant agreement. For the Municipal Internship component, successful applicants can apply grant funds to eligible project expenditures effective February 1 of the hosting year.

6. Funding Conditions

6.1 What funds are available and how are they allocated?

Projects are eligible for funding up to a maximum amount as follows:

- Regional Collaboration
  - Regional Services Commission start-up[3] ($10,000)
  - Restructuring costs[4] ($50,000)
  - Regional collaborative projects ($250,000)
- Mediation and Cooperative Processes
  - Mediation ($15,000)
  - Collaborative Governance Initiative
    - Assessment Phase ($50,000)
    - Implementation Phase ($30,000, matching)
- Municipal Internship
  - Administrators ($43,000)
  - Land Use Planners ($62,000)
- Strategic Initiatives ($250,000)

See *Appendix 5 - Schedule 1* for details of eligible expenses under the program components and streams.

6.2 How are funds distributed?

Applications undergo a review process that will result in a funding recommendation to the Minister, who makes the final decision.

Regional Collaboration, Mediation and Cooperative Processes and Strategic Initiatives applications are reviewed in the order that they are received, therefore early applications are encouraged.

Municipal Internship applications are evaluated all at once, after the October 1 deadline. Funding is awarded based on information provided in Supplementary Forms 2 and 3 for the maximum number of internship positions available in the program year.

6.3 What are the grant funding conditions?

Successful applicants must enter into a conditional grant agreement with Municipal Affairs, and payment will be made according to the terms of the signed agreement.

For projects that may merit enhanced public recognition, please contact Municipal Affairs Communications to discuss specific communication activities to highlight the project. Municipalities and organizations may wish to consider:

- arranging special events around the start or completion of a project and including the Minister of Municipal Affairs, the local MLA(s), or other Government of Alberta (GOA) representatives in these events;
- providing the Minister or other Government representative the opportunity to announce the funding; or
- acknowledging the provincial contribution in a news release that could include a quote from the Minister or other GOA representative.

Contact Municipal Affairs Communications to discuss options for enhanced recognition of RCP projects by calling toll free at 310-0000, then 780-427-8862 or by sending an email to rcp.grants@gov.ab.ca.

[3] Maximum amount per new establishment.

[4] Maximum amount per new restructuring, either amalgamation or dissolution.

7. Application Process

7.1 How do I apply for one or more of the funding components?

A separate grant application must be completed for each project being undertaken, including related supplementary form(s).

Program Component	Complete the following Supplementary Forms in the Application
Regional Collaboration	Supplementary Form 1
Mediation and Cooperative Processes	Not required
Municipal Internship	Supplementary Forms 2 and 3
Strategic Initiatives	Supplementary Form 1

7.2 How do I submit an application for funding?

Applicants must complete a grant application form that is available on the RCP website.

Method of Submission	Submit the grant application via one method through mail, fax, or email
Submission Information	Municipal Affairs Grants and Education Property Tax Branch Municipal Grants Unit 17th Floor, 10155-102 Street Edmonton, AB T5J 4L4 or Fax: 780-422-9133 or Email: rcp.grants@gov.ab.ca

Refer to Appendix 2 for specific procedures on how to complete the application form.

7.3 How is the application evaluated?

Municipal Affairs staff will use the following criteria:

- Clearly defined project objectives, scope (including budget), and outputs and outcomes;
- Alignment with one or more of the key program outcomes in section 1.2;
- Alignment with Government of Alberta and/or Municipal Affairs priorities and initiatives;
- Clearly defined association with an identified regional or municipal need;
- Demonstration of how project benefits will impact the participating municipalities and organizations; and
- Description of short and long-term project benefits.

7.4 How will I know if the application is successful?

Applicants will receive a letter from Municipal Affairs advising them of the funding decision.

For Regional Collaboration and Strategic Initiatives components, it is anticipated that applications will be processed within ten to twelve weeks. For the Mediation and Cooperative Processes component, applications will be processed according to timelines that consider the sensitivity of the situation.

Applications for the Municipal Internship component will be reviewed after the October 1 deadline.

7.5 What if I disagree with the Government of Alberta's funding decision?

All decisions by the Minister regarding grant funding are final.

8. Reporting Requirements

8.1 What information needs to be provided to report on the use of grant funds?

The municipality will submit reporting on a project basis in a prescribed package format.

The package includes the following:

- **Reporting Form Instructions**
- **Completion Summary** to assist with monitoring the completion of your required reporting.
- **Basic Information** includes contact information of the person who has completed the reporting templates.
- **Financial Reporting** is a Statement of Funding and Expenditures (SFE) that summarizes the project and expenditure details, income earned and applied as well as a reconciliation of the grant amount received, income earned, and total expenditures. The SFE must be signed by the Chief Administrative Officer or delegate, who certifies that the municipality is in compliance with the terms of the Conditional Grant Agreement, program guidelines, and administrative procedures. The SFE may be subject to a review by the Provincial Auditor General.
- **Reporting on Results** collects actual results achieved.
- **Supporting Documents,** where required, such as under the Municipal Internship component, to provide component specific reporting templates.
- **Acknowledgment of Compliance** provides a signed certification that the funds were spent on the purpose intended.
- **Program Evaluation** is optional.

The reporting documents can be accessed on the RCP website.

8.2 What happens if the scope of the project changes?

In some cases, a municipality may find that an approved project cannot be completed as originally described or cannot be completed by the project completion date. Reasonable delays and project concerns will be accommodated where possible.

Written requests for amendments related to significant changes to the scope, activity budget allocations, or completion date of the project should be made prior to the project completion date. The request should include a minimum of the following:

- An explanation for the change;
- A breakdown of the funds expended to date; and
- A revised project completion date (if required).

Municipalities will be advised in writing of the outcome of the request.

8.3 When is the reporting due?

The reporting due dates will be outlined in the respective conditional grant agreement.

8.4 Reporting submission

Submit the reporting package via mail, fax, or email. It is only necessary to submit your reporting package using one method.

Refer to Section 7.2 for submission information.

For questions regarding reporting requirements or project amendments, contact a Grant Compliance Advisor, toll-free at 310-0000, then 780-427-2225.

Appendix 1 – Glossary

Capacity Building: In the context of the Regional Collaboration Program, capacity building is defined as:

- enhancing an operational framework through hosting an administrator and/or land use planner intern;
- building effective relationships to complement strategic direction in the region through development or implementation of cooperative protocols; and
- supporting municipal restructuring.

Project Manager: Applicant municipality designated by participating municipalities to act on their behalf and assume responsibility for applying, receiving, managing and reporting on the use of grant funds.

Appendix 2 – Schedule 1 – Procedures to Complete Application

Component-specific instructions are provided following each section title.

For Mediation and Cooperative Processes, applicants must contact a Municipal Dispute Resolution Services Advisor prior to completing the form. For all funding streams under this component, an applicant is required to send a letter from the Chief Elected Official to the Minister of Municipal Affairs. The letter will confirm the municipality's interest in pursuing the project and request provincial government support.

For Strategic Initiatives applications contact a Grant Policy Advisor prior to completing the form.

Section 1: Program Highlights

This section provides an overview of the objective of the program and the application deadlines.

Section 2: Applicant Information

All applicants complete this section in full.

Section 2.1 Identify the legal name of the organization or Project Manager.

Section 2.2 Describe the type of organization applying for a grant. Examples include municipalities or regional services commissions.

Section 2.3 Provide contact information. This information will be used by Municipal Affairs staff if clarification is required regarding an application. The contact should be the lead person on the project and does not have to be the Chief Administrative Officer.

Section 2.4 Provide the phone number at which the contact can be reached during business hours.

Section 2.5 Provide an email address at which the contact can be reached during business hours.

Section 2.6 Provide the mailing address of the contact.

Section 2.7 Provide the fax number at which the contact can be reached during business hours.

Section 3: Project Information

Regional Collaboration, Mediation and Cooperative Processes, and Strategic Initiatives applicants complete this section in full. Municipal Internship applicants, complete sections 3.1, 3.3 and 3.8.

All applicants must ensure that the project description, project budget, and project outputs are in alignment.

Section 3.1 Choose only one program component. A separate application must be completed for each component or stream if applying for multiple projects.

Section 3.2 For amendments, contact a Grant Compliance Advisor for further instructions.

Section 3.3 Provide a brief and clear project name that clearly describes the project activity. The project name is used in all correspondence and public references to the project. For the Municipal Internship component, the title will always be: "Hire an Intern".

Section 3.4 Provide a description of the project including the required resources (e.g. consultants), project activities, and anticipated outputs. Applicants may attach additional information if required.

Section 3.5 Identify the anticipated project start and completion dates. If the project start date depends on receipt of the grant funding decision then indicate "After grant funding approval" as the project start date. The project completion date should accommodate for potential project delays, time for consultation among participating members, and time required for program reporting.

Section 3.6 Complete this section if you are not collaborating with other municipalities or organizations but there are other municipalities or organizations that may benefit from this project. Otherwise, put "not applicable" in this section.

Section 3.7 Itemize the total estimated project costs and sources of funding for the project, including the amount requested under this grant application. *Project phase milestones* should identify expected key outputs and corresponding completion dates. *Non-provincial sources of funding* (column D) should include any municipal cash contributions to each of the project phases. *Funding request under this grant program* (column E) should only include eligible costs. Applicants may attach additional information if required.

See Appendix 2 – Schedule 2 for an example of Project Milestones and Costs.

Section 3.8 Applicants must indicate how grant funds will be spent in relation to the functional category(ies) under the government-wide objectives (GWOs) for municipal grant funding. This information will be used primarily for government reporting and accountability purposes.

The GWOs applicable to this program are: to support initiatives that promote the viability and long-term sustainability of municipalities (GWO 1), and to support capacity building within municipalities (GWO 4).

The functional categories are a broader classification of the grant project activities supported under the RCP. Functional categories under GWO 1 are Governance and Planning and Development and under GWO 4 is Municipal Careers.

Identify the functional category(ies) that best fit your proposed project, and allocate the percentage of total funding requested (column E of the Project Milestones and Costs) against the appropriate functional category. Municipal Internship applications should allocate 100% of requested funding under "Municipal Careers".

See Appendix 2 – Schedule 2 for an example of the functional category project percentages.

Definitions of functional categories and examples of related projects and outputs are provided below:

GWO 1: To support initiatives that promote the viability and long-term sustainability of municipalities

Functional Category and Definition	Project Examples	Examples of Project Outputs
Governance Activities that support the ongoing management of the municipality through its elected officials.	• Exploration and establishment of regional service delivery mechanisms or regional governance • Support for municipal restructuring • Development and implementation of cooperation protocols • Conflict resolution through mediation	• A study to explore regional governance structure options • Revenue/cost sharing models in support of the regional water and wastewater service delivery • New policies developed to support shared administration • An intermunicipal cooperation agreement
Planning and Development Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.	• Intermunicipal plan development, such as growth, land use, transit or social plans • Land use planning research or studies • Development of policies, procedures and protocols for planning analysis and decision making • Establishing shared information systems	• An intermunicipal development plan • A regional emergency service delivery plan • A regional water feasibility study • A regional business plan • Land use planning public consultation sessions • Development of a regional Geographic Information System (GIS) • A regional economic development and tourism plan

GWO 4: To support capacity building within municipalities

Functional Category and Definition	Project Examples	Examples of Project Outputs
Municipal Careers Activities that support the retention and attraction of skilled employees of local governments.	• Administrator Internship • Land Use Planner Internship	• An Administrator intern placement • A Land Use Planner intern placement

Section 3.9 Proceed to section 4 as this section is not applicable to the Regional Collaboration Program.

Section 4: Functional Category Details

All applicants complete this section in full.

Examples of project outputs are provided in Section 3.8.

Section 4 expands on the information provided in Section 3.8. Identify the output(s) that best corresponds to your project by filling in the check box and the quantity column. If none of the outputs described in the chart are appropriate for your project, proceed to the "Other Output" section at the end of the chart and describe and quantify the output, under the existing functional categories (Governance, Planning and Development or Municipal Careers).

For example, if you indicate in Section 3.8 that 100% of the project is for Governance, in Section 4 only outputs in the Governance functional category should be selected. The outputs are not intended to be a list of all actions that will be performed to achieve the project, but instead an itemization of the significant deliverables of your project.

See Appendix 2 – Schedule 2 for an example of the functional category project details.

Section 5: Collaboration Information

All applicants complete this section.

Section 5.1 If you are formally collaborating with one or more municipalities check "yes" and complete this section in full. If you are not collaborating, check "no" and proceed to Section 6.

Section 5.2 List the names of all participating eligible municipalities or organizations.

For the Municipal Internship component, only complete this section if your municipality is formally collaborating with another municipality to host an intern (and a Project Manager has been designated). Informal collaborations (i.e. municipal visits or tours) do not need to be described.

Every participating municipality involved in a collaborative project must complete a resolution. Exceptions apply to Mediation and Cooperative Processes projects and may apply to the Strategic Initiatives component. A resolution should confirm support for the project, the application to the Regional Collaboration Program, and the designated Project Manager. See *Appendix 5 - Schedule 2* for

a sample resolution. By signing the application form, the applicant is certifying that the relevant resolutions are in place. Copies of resolutions must be retained by the Project Manager but do not need to be submitted to Municipal Affairs.

Section 5.3 Describe the nature of the collaboration. For example, indicate whether it is an established partnership or a new one. If the nature of the collaboration was addressed in the project description, note "see project description" in this section.

Section 5.4 Capital projects are not eligible, therefore this section is not applicable.

Section 6: Supporting Documentation and Application Submission

All applicants must complete this section.

Section 6.1 Check the box once you have ensured the application has been signed by the Chief Administrative Officer or a Duly Authorized Signing Officer who is authorized to enter into a legal agreement with the Province of Alberta.

Section 6.2 Choose your program component and confirm that all of the necessary information is complete for your application.

Regional Collaboration

Complete questions 1 and 2 in Supplementary Form 1.

Ensure that resolutions are in place for all collaborative projects. Resolutions should confirm support for the project, the application to the Regional Collaboration Program, and the designated Project Manager.

Application activities must neither overlap nor have duplicate costs funded under other grant programs.

Projects that span multiple years are eligible under the program. Approval of a grant does not signify support for potential future phases or outputs of the project.

Mediation and Cooperative Processes

Applications are typically completed after discussion with Ministry staff. Contact a Municipal Dispute Resolution Services Advisor prior to completing the form.

For all funding streams under this component, an applicant is required to send a letter from the Chief Elected Official to the Minister of Municipal Affairs. The letter should demonstrate support for the project from the requesting municipality, describe what the project intends to achieve, and request funding through the Mediation and Cooperative Processes component of the Regional Collaboration Program.

Municipal Internship

Complete sections 2, 3.1, 3.3, 3.8, 4, 5, 6, and 7 of the application form and Supplementary Forms 2 and 3.

For internships hosted by two or more municipalities or organizations, a resolution for each participant must be completed. A copy of the resolution must be retained by the Project Manager, but does not need to be submitted to Municipal Affairs.

Information specific to a particular program year can be found on the Municipal Internship website.

Strategic Initiatives Component

Applications are typically completed after discussion with Ministry staff. Contact a Grant Policy Advisor with Municipal Affairs for more information. Applicants are also required to complete all three questions in Supplementary Form 1. Resolutions or motions may be required.

Section 7: Application Certification

The application must be signed by the Project Manager's Chief Administrative Officer or Duly Authorized Signing Officer. This person must be able to legally enter into a conditional grant agreement with the Province of Alberta.

Section 8: Useful resources

This section provides website links where you can access detailed information about the program and its components.

Section 9: Legal Statements

This section provides a disclosure on the *Freedom of Information and Protection of Privacy Act*.

Section 10: Vendor Profile

In order to receive grant payments electronically a vendor profile must be on file with the Government of Alberta. Complete this section if you are a new vendor or your vendor profile needs to be updated.

Supplementary Form 1

Regional Collaboration or Strategic Initiatives applicants must complete this form.
For Regional Collaboration, answer questions 1 and 2. For Strategic Initiatives, answer all three questions.

Supplementary Form 2

Municipal Internship applicants complete this form.

The Municipal Internship grant funding is divided into two types of costs: Salary and Benefits (Table 1), and Expenses (Table 2).

The information in Table 1 and Table 2 will assist with budget considerations for hosting an intern.

Table 1 – Salary and Benefits

Indicate which stream you are applying under and what contribution your organization will make toward the intern's **Salary and Benefits** as follows:

- Administrator – complete rows 1 and 2 of Table 1 to indicate what contribution your organization will make toward **Salary**, in addition to the $30,000 portion of the grant, and toward **Benefits**, in addition to the $2,000 portion of the grant.
- Land Use Planner – complete rows 3 and 4 of Table 1 to indicate what contribution your organization will make toward Salary, in addition to the $30,000 portion for Year 1 and $15,000 portion for Year 2 of the grant. Also, indicate what contribution your organization will make toward Benefits, in addition to the $2,000 portion for both Year 1 and Year 2 of the grant.

Table 2 – Expenses

The grant portion for mandatory professional development opportunities and discretionary **Expenses** is $11,000.

For the Land Use Planner stream there is an additional grant installment of $2,000 for Year 2.

Table 2 identifies the following:

- Expenses that host organizations **WILL** incur, as they are part of the Municipal Internship Program requirements.
    - Interns are required to attend all ministry internship workshops, at least one professional development course/workshop, and at least one conference or convention during the internship (expenses include all related travel expenses and materials).
    - Supervisors are required to attend all supervisor sessions during the internship period. Related travel expenses, up to $1,000, can be allocated toward this portion of the grant.
- Expenses that host organizations **MAY** incur, depending upon the organization's professional development policies, priorities, and geographic location (as travel costs to participate in professional development opportunities will vary).
    - Recruitment costs include mileage and accommodation for intern candidates being interviewed.
    - Relocation costs for an intern include any expenses that the organization would normally reimburse any other employee.
    - Additional courses, workshops or conference costs include registration and all related travel expenses and materials.
    - Safety gear costs include all safety gear expenses necessary for the intern's work activities.
    - Electronic equipment costs (e.g., computer, iPad, Blackberry, cell phone) up to $1,500, for use by the intern during the internship. This equipment remains the property of the host organization once the internship is complete.

Supplementary Form 3

Municipal Internship applicants complete this form.

Answer the questions in the form with as much detail as possible. Due to formatting limitations, there is a restricted amount of space in the application to answer questions. If you feel you require more room to provide the level of detail required, you may answer the questions in a separate document and submit it with the application.

Appendix 2 – Schedule 2 – Regional Water Service Delivery Project Example

Section 3.7 Project Milestones and Costs (Application Form)

The following table illustrates how the project milestones and costs should be entered into Section 3.7 of the application form:

Project Milestones and Costs					
	{A}	{B}	{C}	{D}	{E}
Project Phase Milestone	Estimated eligible project cost ($)	Other provincial grants expected		Non-provincial sources of funding ($)	Funding request under this grant program [A-(C+D)] ($)
		Grant Name	Amount ($)		
Legal Consultation and Regional Water Service Agreements **Apr 1/13**	31,250			12,500	
Development of Regional Water Commission Service Rates **Apr 1/13**	47,750				
Regional Water Business Plan **Mar 1/14**	71,000			25,000	
Construction of a Regional Water System **Mar 31/17**	25,000,000	Water for Life	22,500,000	2,500,000	
Total	**25,150,000**	**N/A**	**22,500,000**	**2,537,500**	**112,500**

Section 3.8 Functional Category of the Project (Application Form)

The following is a breakdown of the corresponding functional category percentage calculations:

Project Phase Milestone	RCP Grant Contribution	Functional Category	% of Total Project Cost
Legal Consultation and Regional Water Service Agreements	**$18,750**	Governance	$18,750 + $47,750= $66,500
Development of Regional Water Commission Service Rates	**$47,750**		$66,500/$112,500 = **59%**
Regional Water Business Plan	**$46,000**	Planning & Development	$46,000/$112,500= **41%**
Totals	**$112,500**		**100%**

The following table illustrates how the functional category percentage calculations should be entered into Section 3.8 of the application form:

3.8 Functional Category of the Project	% of Total Project Costs
Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities.	
Governance	59%
Planning and Development	41%
Government-wide Objective 4: Project supporting capacity building within municipalities.	
Municipal Careers	
TOTAL	100%

Section 4. Functional Category Details (Application Form)

The following is a breakdown of the corresponding functional category by type and quantity:

Project Phase Milestone	RCP Grant Contribution	Functional Category	Functional Category Details		
			Output	Type	Quantity
Legal Consultation and Regional Water Service Agreements	$18,750	Governance	Agreements	Cooperation protocols	1
Development of Regional Water Commission Service Rates	$47,750		Revenue/cost sharing models	Models	1
Regional Water Business Plan	$46,000	Planning & Development	Regional Plans	Business Plan	1
Totals	$112,500				3

The following table illustrates how the functional category details should be entered into Section 4 of the application form:

4. Functional Category Details

Identify the outputs expected from this project.

Output	Expected Type and Quantity		Unit
	Type	**Quantity**	
Governance: Activities that support the ongoing management of the municipality through its elected officials.			
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols	1	Number of cooperation protocols established
Revenue/cost-sharing models	Models	1	Number of models developed
Planning and Development: Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.			
Regional plans	Land Use		Number of plans developed
	Service delivery		Number of plans developed
	Business Plan	1	Number of plans developed

Appendix 3 – Frequently Asked Questions

1. **How many applications can I submit under the program in a single year?**

   In general terms, there are no restrictions on the number of projects that an applicant can submit or participate in under the program. However component budgets are limited and may be oversubscribed, in which case municipalities or organizations involved in multiple projects may have one or more applications deferred to the next program cycle. In this event a call will be made to the Project Manager, to ascertain which application is the priority.

2. **Can I complete one application to apply for more than one of the Regional Collaboration Program grant components?**

   No, a separate application must be completed for each grant applied for under the program components.

3. **If I am collaborating with another municipality, who should fill out and sign the application?**

   The collaborating municipalities involved must decide which municipality will be the Project Manager. The Project Manager municipality will be responsible for all administrative requirements such as preparing and submitting the municipal grant application on behalf of the collaborating municipalities, entering into a conditional grant agreement with the Government of Alberta to manage the grant funds, receiving and accounting for the funds, reporting to the project participants and reporting to the Province of Alberta on behalf of the participants.

4. **If I am collaborating with another municipality am I required to submit the resolutions along with my application?**

   No, the resolutions do not need to be submitted as part of the application but, at a later date, program representatives may ask to see the resolutions. If you are formally collaborating with one or more municipalities, the Project Manager will need to retain its own resolution and collect resolutions from each of the project participants. For the Mediation and Cooperative Processes component, council resolutions are not required.

5. **What happens if funding for a program component becomes fully committed before my application is reviewed?**

   Applicants will be notified if the budget for the program component that they have applied to becomes fully committed. At that point applicants will be given the option to withdraw their application or carry their application forward to the next fiscal year. A note will also be posted on Municipal Affairs' web site when program components become fully subscribed. This does not apply to the Municipal Internship component.

6. **Can a municipality apply to host an intern under both the Land Use Planner and Administrator streams of the Municipal Internship component in a year?**

Yes, a municipality can apply under both streams of this program component in a program year; however, the applicant must complete two separate applications as the two streams are evaluated separately.

7. **Do I have to formally collaborate with another municipality to apply to host an intern?**

No, you are not required to collaborate with another municipality to host an intern if the municipality has the capacity and/or desire to host on its own. Your municipality may wish to partner with another municipality if it is not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the Internship program website for information on these functional areas and program expectations.

If choosing to collaborate to host, partnerships of two or three municipalities are recommended. Please contact program representatives to discuss your plans for collaborative arrangements, particularly for those involving larger numbers of partners.

8. **How are the applications under the Municipal Internship component evaluated?**

The intent of this program component is to help train interns so that they may pursue careers in municipal administration or land use planning. Having the opportunity to work closely with staff and council in a municipality is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Just as interns are expected to demonstrate certain attributes, municipalities are also expected to meet certain criteria:

- The municipality must meet the population thresholds as outlined in the program guidelines to be eligible for grant funding. Municipally-owned planning service agencies are also eligible for the Land Use Planner stream;
- For the Land Use Planner stream, host organizations must undertake the majority of their planning in-house and have a senior planner on staff;
- A strong council-administration relationship must exist and there must be strong commitment from both groups to have an intern;
- There must be an organizational commitment to the Internship Program's vision and goals;
- The Chief Administrative Officer, senior manager or senior planner must agree to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, must be made; and
- There must be an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern.

9. **Do I need to submit a Workplan if my municipality is applying for a grant under the Municipal Internship component?**

   A Workplan does not need to be submitted with the application. Customized Workplans will be required of the selected host municipalities. However, if you feel including a Workplan will enhance your application, you may enclose it with your grant application.

10. **What do I do if I am involved in a conflict with another municipality and need to incur costs prior to filling out an application and receiving the Mediation and Cooperative Processes grant funding decision?**

    Contact a Municipal Dispute Resolution Services advisor who will be able to provide you with more information about the mediation program and assist you with the grant application process.

Appendix 4 – Successful Projects

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building.

An annual summary of approved projects is available on the RCP website.

Appendix 5 – Schedule 1 – Funding Thresholds and Eligible Expenses

Expense	Regional Services Commission Start-up	Restructuring (dissolution or amalgamation)	Mediation and Cooperative Processes	Internship (Land Use Planner) (24 months)	Internship (Administrator) (12 months)
Program Maximums	**$10,000**	**$50,000**	**$50,000**	**$62,000**	**$43,000**
Municipal Resources					
Salary				★ $30,000 (Year 1) $15,000 (Year 2)	★ $30,000
Benefits				★ $2,000 (each year)	★ $2,000
Travel[1] (including mileage and accommodation)			★ (Mediators/ Consultants only)	★ $1,000	★ $1,000
Professional development			★	★	★
Conference/ convention fees				★	★
Recruitment				★	★
Relocation costs				★	★
Transitional Costs[2]		★			
Professional Resources					
Consultant		★	★[3]		
Mediator			★[4]		
Lawyer		★			

★ Eligible expenses

Other notes and footnotes are provided on the following page.

Expense	Regional Services Commission Start-up	Restructuring (dissolution or amalgamation)	Mediation and Cooperative Processes	Internship (Land Use Planner) (24 months)	Internship (Administrator) (12 months)
Project Expenses					
Conference/ convention fees				★	★
Computer hardware and software	★	★		★ Up to $1,500[5] (excludes software)	★ Up to $1,500[5] (excludes software)
Office furniture	★				
Association membership				★	★
Safety equipment				★	★
Catering or hosting		★			
Advertising/ signage/ communications materials	★	★			

★ Eligible expenses

Notes:

For any Regional Collaboration applications, salary expenses must be project based and for a limited term only.

Footnotes:

[1] For the Municipal Internship component the supervisor's attendance at ministry Internship workshops funding threshold is $1,000.

[2] This category refers to the transitional costs to align administration and municipal services within the restructured municipality. This typically occurs when the dissolution happens in the middle of a budget cycle and the receiving municipality has not allotted revenue for the additional service costs. Examples include (but are not limited to) bylaw services, operational/organizational review and changes, consolidation of offices, banking services, records and financial systems, review of agreements and contracts, operational relocation, common computer system and data conversion, assessment and taxation integration and audit requirements.

[3] For the implementation phase of the Collaborative Governance Initiative stream, the RCP will match the municipality's or organization's contribution for a consultant, up to $30,000.

[4] For the Mediation stream under the Mediation and Cooperative Processes component grant funds can be used to cover only one-third of the mediator's fees. The remaining costs should be shared equally by the project participants.

[5] For the Municipal Internship component, grant funds can be used to cover electronic equipment costs (e.g., computer, tablet, smartphone, cell phone) up to $1,500, for use by the intern during the internship. This equipment remains the property of the host organization once the internship is complete.

Appendix 5 – Schedule 2 – Sample Resolution or Motion

1) "Be it resolved that we authorize _____ to participate in
(Legal Status and Name of the Organization)
an application for the _____ project, submitted
(Project Name)
by _____ under the _____
(Legal Status and Name of the Project Manager) (Name of the program component)
component of the Regional Collaboration Program, further

Use Clause 2a for a municipality or organization that is the Project Manager (i.e. the applicant)

2a) That the _____ , the **applicant**, agrees to enter into a
(Legal Status and Name of the Project Manager)
Conditional Grant Agreement, governing the purpose and use of the grant funds."

OR

Use Clause 2b for municipalities or organizations that are project participants.

2b) That the _____ , a **participant**, agrees to abide by the
(Legal Status and Name of the Organization)
terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds."

_____

Chief Elected Official or

Duly Authorized Signing Officer

_____

Date